

CM/ACM _____
Finance DN
DA _____
Risk Mgt. _____
HR _____
Other _____

STAFF REPORT
BOARD MEETING DATE: April 28, 2015

DATE: March 30, 2015

TO: Board of County Commissioners

FROM: Patsy Buxton, Fiscal Compliance Officer, 775-328-2418, pbuxton@washoecounty.us

THROUGH: Anna Heenan, Administrative Health Services Officer, 775-328-2417, aheenan@washoecounty.us

SUBJECT: Approve amendments totaling an increase of \$12,742 in both revenue and expense to the FY15 Centers for Disease Control and Prevention (CDC) Immunization Federal Grant Program, IO 10029; and if approved direct the Comptroller's office to make the appropriate budget adjustments. (All Commission Districts)

SUMMARY

The Washoe Board of County Commissioners must approve amendments to the adopted fiscal year budget and direct the Comptroller's Office to make the appropriate budget adjustments.

The Washoe County Health District received a Notice of Subgrant Award from the Nevada Department of Health and Human Services, Division of Public and Behavioral Health which provides for grant funding for the on-going Immunization Program, IOs 10028 & 10029. A copy of the face page of the Notice of Subgrant Award is attached.

BCC Strategic Objective supported by this item: Safe, secure, and healthy communities.

District Board of Health strategic priority: Protect population from health problems and health hazards.

PREVIOUS ACTION

There has been no previous action taken by the Board this fiscal year.

BACKGROUND

The Division of Public and Behavioral Health issued the Washoe County Health District a Notice of Subgrant Award for the period January 1, 2015 through December 31, 2015 in the amount of \$112,285 representing "Round 1" of funding from the CDC. The total award amount after receiving all rounds of funding will be \$336,855 (\$112,964-317 Ops and \$223,891-VFC Ops).

The FY15 CDC IZ Vaccines for Children (VFC) Budget, IO 10029 was adopted with \$221,023 in revenue (\$195,428 direct and \$25,595 indirect). The total award amount will be \$223,891 (\$198,134 direct and \$25,757 indirect). A budget amendment in the amount of \$12,742 is necessary to bring the Notice of Subgrant Award into alignment with the direct program budget. This amendment takes into account the total budget authority required (\$208,170) for actual direct expenditures from July – December (\$109,103-prior award) plus 50% of the direct expenditures from January – June (\$99,067-current award). A budget adjustment is not necessary for the indirect revenue.

The District Board of Health approved this budget amendment on March 26, 2015.

FISCAL IMPACT

Should the Board approve these budget amendments, the adopted FY 15 budget will be **increased by \$12,742** in the following accounts:

<u>Account Number</u>	<u>Description</u>	<u>Amount of Increase/(Decrease)</u>
2002-IO-10029 -431100	Federal Revenue	\$12,742
	Total Revenue	\$12,742
2002-IO-10029 -701412	Salary Adjustment	12,742
	Total Expenditures	\$12,742

RECOMMENDATION

Staff recommends that the Washoe Board of County Commissioners approve amendments totaling an increase of \$12,742 in both revenue and expense to the FY15 Centers for Disease Control and Prevention (CDC) Immunization Federal Grant Program, IO 10029; and if approved direct the Comptroller’s office to make the appropriate budget adjustments.

POSSIBLE MOTION

Move to approve amendments totaling an increase of \$12,742 in both revenue and expense to the FY15 Centers for Disease Control and Prevention (CDC) Immunization Federal Grant Program, IO 10029; and if approved direct the Comptroller’s office to make the appropriate budget adjustments.



State of Nevada
 Department of Health and Human Services
Division of Public & Behavioral Health
 (hereinafter referred to as the Division)

HD #: 14808
 Budget Account: 3213
 Category: 20
 GL: 8516
 Job Number: 9362815

NOTICE OF SUBGRANT AWARD

Program Name: Nevada State Immunization Program Bureau of Child, Family & Community Wellness	Subgrantee Name: Washoe County Health District (WCHD)
Address: 4150 Technology Way, Suite 210 Carson City, NV 89706-2009	Address: PO Box 11130 Reno, NV 89520
Subgrant Period: 01/01/2015 – 12/31/2015	Subgrantee's: EIN: <u>88-6000138</u> Vendor #: <u>T40283400 Q</u> Dun & Bradstreet: <u>73786998</u>

Purpose of Award: To eliminate cases of vaccine preventable diseases in Washoe County by raising immunization rates.

Region(s) to be served: Statewide Specific county or counties: Washoe County

Approved Budget Categories:	Disbursement of funds will be as follows:																								
<table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 15%;">1. Personnel</td><td style="width: 10%;">\$</td><td style="width: 10%; text-align: right;"><u>93,038</u></td></tr> <tr><td>2. Travel</td><td>\$</td><td style="text-align: right;"><u>2,567</u></td></tr> <tr><td>3. Operating</td><td>\$</td><td style="text-align: right;"><u>667</u></td></tr> <tr><td>4. Equipment</td><td>\$</td><td style="text-align: right;"><u> </u></td></tr> <tr><td>5. Contractual/Consultant</td><td>\$</td><td style="text-align: right;"><u> </u></td></tr> <tr><td>6. Other</td><td>\$</td><td style="text-align: right;"><u>3,095</u></td></tr> <tr><td>7. Indirect</td><td>\$</td><td style="text-align: right;"><u>12,918</u></td></tr> <tr><td colspan="2">Total Cost:</td><td style="text-align: right;">\$ <u>112,285</u></td></tr> </table>	1. Personnel	\$	<u>93,038</u>	2. Travel	\$	<u>2,567</u>	3. Operating	\$	<u>667</u>	4. Equipment	\$	<u> </u>	5. Contractual/Consultant	\$	<u> </u>	6. Other	\$	<u>3,095</u>	7. Indirect	\$	<u>12,918</u>	Total Cost:		\$ <u>112,285</u>	Payment will be made upon receipt and acceptance of an invoice and supporting documentation specifically requesting reimbursement for actual expenditures <i>specific to this subgrant</i> . Total reimbursement will not exceed \$112,285.00 during the subgrant period.
1. Personnel	\$	<u>93,038</u>																							
2. Travel	\$	<u>2,567</u>																							
3. Operating	\$	<u>667</u>																							
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7. Indirect	\$	<u>12,918</u>																							
Total Cost:		\$ <u>112,285</u>																							

Source of Funds:	% of Funds:	CFDA:	Federal Grant #:
1. Nevada Immunization & Vaccine for Children Federal Grant (CDC)	100	93.628	5H23IP000727-03

Terms and Conditions:
 In accepting these grant funds, it is understood that:

- 1 Expenditures must comply with appropriate state and/or federal regulations;
- 2 This award is subject to the availability of appropriate funds; and
- 3 The recipient of these funds agrees to stipulations listed in the incorporated documents.

Incorporated Documents:

- Section A: Assurances;
- Section B: Description of Services, Scope of Work and Deliverables;
- Section C: Budget and Financial Reporting Requirements;
- Section D: Request for Reimbursement;
- Section E: Audit Information Request; and
- Section F: DPBH Business Associate Addendum
- Section G: Exhibit A to Section C

Name	Signature	Date
Kevin Dick District Health Officer		
Karissa Loper, MPH Program Manager, NSIP		3/2/15
Christine Mackie Bureau Chief, CFCW		3/2/15
for Richard Whitley, MS Administrator, Division of Public & Behavioral Health		